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20 MAY 1968

MEMORANDUM FOR: Deputy Director for Support

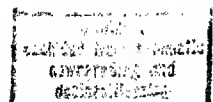
SUBJECT : Office of Personnel Report - Week Ending 17 May 1968

1. 1968 Savings Bond Campaign: At the end of the second week of the 1968 Campaign, only 236 new savers had been signed up. This is in comparison with 624 new savers during the first two weeks of the 1967 Campaign. The difference in bi-weekly dollar savings for the same two periods is even more dramatic, i.e., \$3,459.25 for 1968 as compared with \$15,343.00 for the same period in 1967.

The percentage of employee participation for the Agency at the end of the second week was 47.3%, still short of the figure at the end of last year's Campaign.

Representatives of the Benefits and Services Division have talked with many of the chairmen regarding the lagging Savings Bond Campaign. All of the ones talked to say that the people are not responding because of two main factors. The first and primary reason is that the timing was poor in that the Campaign is in progress when all employees are facing a 10% increase in income tax; and second, most employees feel that with Congress ordering a six billion dollar cut in spending the Federal employees pay raise scheduled for July 1968 will be postponed.

We feel that another factor in the better showing we made last year is because Freedom Shares which provided increased interest rates were introduced at the start of that Campaign and were responsible for attracting many of the new savers.

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2. Attendance at Agriculture's Annual Award Ceremony: Representatives of the Benefits and Services Division attended the Department of Agriculture's Annual Awards Ceremony at the Departmental Auditorium on Tuesday, 14 May 1968.

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3. Officer: Captain [REDACTED] U. S. Marine Corps, will be returned from the CORDE Program and returned to his parent service on or about 1 June 1968, for personal reasons relating to the deteriorating health of his wife. Both the station and Headquarters, U. S. Marine Corps, have approved his early return to CONUS.

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4. Reserve Affairs: Colonel [REDACTED] Chief, MMPD, and Mr. [REDACTED] Chief, Reserve Affairs Branch, visited Colonel Austin L. Newsom, Director, Reserve Personnel Headquarters, Headquarters Command, U. S. Air Force, Bolling Air Force Base, on 14 May 1968. The visit was a courtesy call to brief Colonel Newsom on the Agency's Air Force Reserve Program.

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5. Issuance of [REDACTED] on Reemployment of Annuitants: On 27 December 1967 the Agency adopted a new policy with regard to reemployed annuitants and Agency employees retained after reaching retirement age. This policy was set forth in HM [REDACTED]. This week the [REDACTED] of the policy was published

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6. Recruiters' Conferences:

a. The Western Recruiters' Conference was held during the period 13 - 16 May. The following recruiters were present:

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b. The clerical recruiters arrived on 15 May for their annual conference and will remain until 20 May. Included in this group are the following:

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c. Fortunately this year's scheduling of the Recruiters' Conferences permitted the recruiters to also attend the Personnel Conference. This proved to be a most worthwhile and informative opportunity.

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7. Co-op Program: Mr. [redacted] held a meeting with the Admin officers of OMR, OBR, OCI, OEGI and DBI on the orientation of their Summer Interns. Emphasis was on a formal schedule of Agency and DBI orientation sketched out, and on their responsibility to see that the interns meet senior office officials and get good office orientation. Office heads will be asked at the next DBI Executive Committee to see that supervisors take a real interest in their interns.

8. Personnel Officers' Conference: The shortened format plus the high quality of the speakers resulted in a successful Conference judging by pre-

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 25X1A very smoothly. [REDACTED] is not the best Conference Hall due to the ventila-  
 tion and acoustics problems, but within these limitations served reasonably  
 well.

25X1A 9. OPM on Retiree Travel: Informal comment from the Office of Finance,  
 Mr. [REDACTED] was incorporated in a draft of an OPM on this subject and for-  
 warded to the Front Office on 14 May. We are working closely with Finance  
 on the necessary revisions of the [REDACTED] regulations.

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10. Special Workload Data: In anticipation of the end of the fiscal  
 year, the following information is indicative of fiscal year trends.

	Monthly Average <u>FY-67</u>	Monthly Average <u>FY-68 (Thus Far)</u>	<u>April 1968</u>
Official Personnel Folders Charged Out	[REDACTED]	[REDACTED]	[REDACTED]
File Material Received	12,580	17,105	21,240

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(This is due to the documentation of the pay raise  
 and receipt of Form 176-T, Election, Declination  
 or Waiver of Life Insurance Coverage.)

Quality Step Increases	29	34	23
Personnel Actions Processed	[REDACTED]	[REDACTED]	[REDACTED]
Overseas Service Forms	[REDACTED]	[REDACTED]	[REDACTED]

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11. Review of Commo Jobs: A review is being made of Commo Tech and related jobs in the Office of Communications to determine the effect of upgrading as a result of precedent established in the Department of State. Preliminary review indicates that some [REDACTED] jobs may be affected.

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/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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13 MAY 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 10 May 1968

1. 1968 Savings Bond Campaign: The 1968 Savings Bond Campaign started on Wednesday, 1 May 1968, after the initial kick-off meeting in the auditorium on 23 April 1968.

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At the start of the campaign, there were [REDACTED] employees who were having payroll deductions for Savings Bonds or Savings Bonds and Freedom Shares. This was only 46.4% participation using departmental on-duty strength figures as of 31 March 1968.

The goal of this year's campaign is to have 80% of the employees participating. As of Friday, 3 May 1968, the date of the first report, 97 additional employees had enrolled in the payroll savings plan and 114 employees had increased their allotments. The increased dollar value of the bi-weekly deductions is \$2,484.90.

2. Cooperative Education Program:

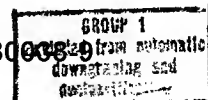
a. Mr. Frank PITT, the Cooperative Education Coordinator at Drexel Institute, visited Mr. [REDACTED] on 2 May 1968 to discuss the Drexel Co-ops who are now working in the Office of Computer Services and National Photographic Interpretation Center.

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b. Mr. [REDACTED] visited the Virginia Polytechnic Institute on 6 May 1968 to advise two of our NPIC co-ops, in the presence of the VPI Coordinator, we were releasing them from the program. One

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student was released because of poor performance. The second student was released because of a waning interest due to a desire to change his major from Mathematics to Economics.

### 3. Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	8	0
In Study Status	17	3
PHE's Received:		
In Process	4	17
Under Consideration	5	0
PHE's Given, Not Rec'd	0	0

#### TED:

In Work Status	1	-
In Study Status	1	-
PHE's Received:		
In Process	7	-
Under Consideration	0	-
PHE's Given, Not Rec'd	0	-

#### OCS:

In Work Status	5	-
In Study Status	7	-
PHE's Received:		
In Process	1	-
Under Consideration	0	-
PHE's Given, Not Rec'd	0	-

#### AREA STUDY SUMMER INTERNS:

In Work Status	-	0
In Study Status	-	4
PHE's Received:		
In Process	-	11
Under Consideration	-	0
PHE's Given, Not Rec'd	-	0

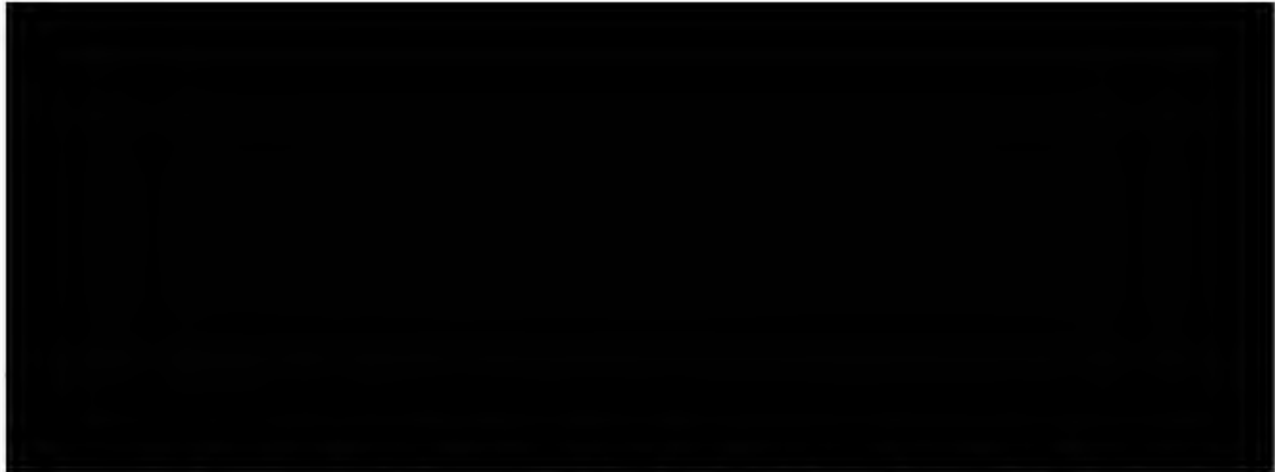
#### COMPO:

In Work Status	5	-
In Study Status	6	-
In Process	1	-

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5. Retirement of Military Detailee from Mobilization and Military

Personnel Division: A picture and accompanying article appeared recently in the Air Force Times announcing the retirement of Chief Master [REDACTED] at the age of 36 (attached). [REDACTED] is the Chief, Non-Commissioned Officer, in our Air Force Branch. Among other points, the article stressed that [REDACTED] who entered the USAF as a high school "drop out," will retire from the Air Force with a master's degree; grade point average of 3.7. [REDACTED] will be a contract employee with the Technical Services Division after he retires.

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6. Retirement of Employment Records: Procedures for the return to the Federal Records Center of that part of the Official Personnel Folder covering service with other Federal Agencies have been coordinated with the Central Cover Staff. The volume of this kind of activity is expected to be very low--approximately 20 cases a year. These new procedures are for contract employees; procedures for staff employees have been in effect for several years.

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7. OP Conference: The Conference has drawn an unprecedented response.

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[REDACTED] people have signed up to attend. The capacity of [REDACTED] both for sleeping and eating may be overtaxed. Conference arrangements have required the full-time efforts of three people in the Plans Division typing lists, making changes, and other arrangements.

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8. Use of FSEE Test: Contact was made with Mr. Beckman, Bureau of Recruiting and Examining, Civil Service Commission to obtain a non-competitive version of the FSEE test relative to the current study of field testing.

9. Retiree Travel: Chief, Transportation Division at State confirmed that a Foreign Service Officer retiring in the U. S. would receive Foreign Service Act benefits for travel and shipment of household effects. An OPM was prepared accordingly to get the information on this new policy to the [REDACTED]

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/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Att.

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4 21 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 May 1968

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1. Briefing - [REDACTED] On 1 May 1968,

the Director of Personnel, Deputy Director of Personnel for Recruitment and Placement and Chief, Placement Division participated in the briefing of two

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[REDACTED] concerning the Agency's special personnel authorities and personnel management methods.

2. Employment of the Handicapped: Mr. [REDACTED], Chief, Placement Division, represented the Agency at the open session of the annual meeting of the President's Committee on Employment of the Handicapped. The conference was held at the Washington Hilton Hotel on 2 and 3 May. Included in the group of distinguished speakers were the Vice President of the United States and the Honorable Mary E. Switzer, Administrator of the Social and Rehabilitation Service, Department of Health, Education, and Welfare.

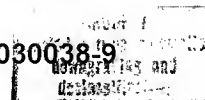
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3. Review of Applicant Files: During the past four weeks, the number of applicant files which components have requested for review from the Skills Bank has remained constant at about 110 per week. This is about 30-35 above the weekly rate during the lowest period of interest in February 1968.

4. Navy Medical Corps Film on LSD: Arrangements have been made through Mr. [REDACTED] to show the Navy film on the effects of LSD on the human mind and body to all of our new employees as part of their entrance-on-duty processing. We plan to start showing it to technical and professional EOD's on 20 May 1968 and during the first week of June to our clerical and summer-only employees.

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Various military and Agency personnel matters were discussed, particularly tour extensions for military detailees. Morale was found to be extremely high.

6. On-Duty Strength: On-duty strength as of close of business 1 May 1968 was [REDACTED]. The adjustment for part-timers of 24, the coverage in Office of Special Activities of [REDACTED] and the on-duty strength for the Interim Assignment Section of 67 will adjust the on-duty strength to [REDACTED].

7. Position Classification Review: We have completed a classification review of the positions on the staffing complement of the United States Intelligence Board Secretariat to determine if current employee staffing and grade of the positions properly reflect responsibilities. A report is now being prepared.

8. Orientation Program - Summer Interns: We are now in the process of developing a very meaningful orientation program for Area Studies Summer Interns who will enter on duty this summer. The Deputy Director for Intelligence has agreed to speak to the group. Also, we are fortunate in having Mr. [REDACTED] lecturing on the intelligence community and the Central Intelligence Agency.

Robert S. Wattles  
Director of Personnel

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9 APR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 April 1968

1. Recruitment: On 25 April Mr. [REDACTED] Deputy Chief, Recruitment Division, hosted fifteen students and faculty members of the Geography Department of East Carolina University for an unclassified briefing by senior Office of Basic and Geographic Intelligence personnel on employment opportunities in the Agency for Geographers and Cartographers.

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3. National Guard Leave: We are continuing our contact with the Civil Service Commission to clarify the leave status of employees called into the National Guard for emergency duty. A Department of Defense regulation permits the use of five days of "administrative leave" for this purpose before military leave must be used. The CSC has not yet found any statutory or Comptroller General decision which would authorize anything more than the use of military leave which is limited to a maximum of 15 days per year.

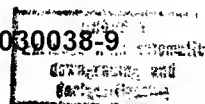
4. Reserve Affairs:

a. Mr. [REDACTED]

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visited Headquarters, Fourth Marine Corps Reserve District, Philadelphia, Pennsylvania, on 24 April 1968. This trip was a

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periodic visit to discuss mutual procedures on handling Agency Marine Reservists and to renew contacts with newly assigned officers whom we may call on to assist us with any unusual problems that may arise.

b. Headquarters, USAF Special Warfare Center, Eglin Air Force Base, Florida has a continued need for qualified reservists from our Reserve Units to work on various research projects on unconventional warfare and counterinsurgency. They have extended our Reservists an invitation to perform their active duty training tours at Eglin if they have the necessary qualifications.

5. Consultant Renewals: The first phase of the annual consultant renewal exercise has been completed. We forwarded Forms 503 (Justification for Consultant) to the using components during the week of 15 March 1968. All of these forms have now been completed, signed and returned to the Office of Personnel. Now, we are preparing the annual "book" for approval by the Director. Our target date for this phase is 15 May 1968.

6. Cooperative Education Program: Mr. [REDACTED] Foreign Missile and Space Analysis Center Administrative Officer, visited Mr. [REDACTED] last week concerning the possibility of FMSAC joining the Cooperative Education Program. This organization is interested in a program utilizing the services of as many as 12 cooperative education students. Mr. [REDACTED] will brief other officials of FMSAC shortly and develop a plan tailored to their specific needs.

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7. Officers: The Chief of Support, Far East Division has

advised us that we will not receive a request to replace the present group

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of officers, by other active duty military officers, when their current tour of duty expires.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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